

Information about presentations scheduled for October 4, 2007

We regret that only one day, October 4, has been scheduled for presentations. I have received requests for an alternative date, but there is no other day when all members of the Evaluation Panel could all attend. I apologize for any inconvenience.

We hope the following information will answer the several questions we have been asked about the presentations, but please email me if you have any additional questions and we will post the answers on the web site.

Presentations will be made on the 6th floor, Suite 600 Conference Room, referred to as the Materials Management or MMO Conference Room. You may bring your own computer and equipment if you would like to use them for your presentation, or we will have a projector, screen, and laptop available for your use.

We have not set a limit on the number of representatives you may bring for your presentation, but we remind you that none of your representatives may listen to any of the other presentations.

Each presenter should arrive at least fifteen minutes prior to his scheduled presentation time. We have arranged for you to wait in the 6th floor, Suite 601 Conference Room, referred to as the Office of General Counsel or OGC Conference Room. Five minutes is scheduled between presentations and an IRF staff member will come to the OGC Conference Room to get you for your presentation. Signs will be posted on the 6th floor to help you find these rooms.

We have been asked the number of handouts needed. We anticipate 12 copies of any handout should be sufficient.

We look forward to seeing you for the presentations.